

DEPARTMENT OF EDUCATION

OBSERVATION NURSERY

Parent's Handbook

ROOTS AND WINGS

There are really only two life gifts that we can give our children:

One is Roots and the other is Wings.

PROGRAMME PHILOSOPHY

At Concordia University's Observation Nursery we attempt to give **Roots** and **Wings** to your child by providing a secure, nurturing environment full of interesting, stimulating materials to explore. The '**ROOTS**' of this experience are acquired through the development of a strong sense of self by recognizing each child as a unique individual with special needs, desires and abilities. We establish a collaborative environment with routines that give children a sense of security.

Children sprout '**WINGS**' at our nursery separating gently from their parents and becoming independent persons with their own identities. Children have many opportunities to choose activities for themselves, to decide what they want to do and how they are going to do it. We encourage children to do as much for themselves as possible, giving them as much independence as they are ready for. They are encouraged to dress themselves (with our help) if needed and to assist at clean-up time.

Parent Discussion Group

As this program is designed for parents who wish to be involved in their child's education, one parent (or both) must be willing to participate in the Thursday morning sessions. On this day three rooms are in use. The children gather in their regular play room with the teachers, while the parents and the student teachers alternate between observing the classroom in an observation booth and adjourning to an adjacent meeting room for a discussion period. The discussions are facilitated by a qualified professional who is also the professor of the Child, Parent, Teacher Communication course. Students join the parents and participate in the parent' group discussion so that they may develop a better understanding of the tasks and demands of parenting. As the successful functioning of this group depends on the full participation of all the parents, this is a very important commitment. It is also essential that the parent have a good working command of English. If one parent or member of the family is unable to attend these sessions every Thursday then the child is not eligible for registration in the program. If for reasons of illness you are unable to attend please notify the group leader at 848-2424 (2013).

Laboratory School

The Observation Nursery is part of the Education Department of Concordia University It is a model school with an enriched program that promotes the growth and development of young children. At the moment two education courses use the nursery on a regular basis. Tuesday mornings, students of the Observation course learn about the value of observing and the observational techniques that are essential for recording observations and they spend a good deal of time watching the nursery in action. When the students are in the observation room, please be sensitive to their need to have both space to view the class and silence in which to listen intently to many soft voices.

The education Department has a commitment to shared parent-teacher participation in the education of the preschool child. On Thursday mornings, the Child., Parent, Teacher Communication course helps students develop an understanding of the role of parents. For each class session, the students spend the morning in the observation room watching the children as they play in the nursery, and then observe and interact with the parents and the course facilitator in a room adjoining the observation room. In the afternoon, the students and their instructor complete the day with discussions and presentations which help them to develop abilities that will facilitate the building of successful parent-teacher partnerships.

Observation Room

The observation booth is a small narrow room in between the nursery and the classroom where the parents meet. A one-way mirror permits the unique opportunity of observing without being seen. On Wednesday mornings parents often have the room to themselves, but Tuesdays the Observation class and Thursdays, the Child, Parent, Teacher Communication class use this facility as well. The room is usually filled to the brim. Please remember that it is a difficult task for the students to decipher the mix of song,

words, and laughter coming through the speakers. There must be silence in the observation room in order for students to hear the interesting classroom conversations.

In accordance with University regulations and out of concern for your child's safety, siblings under five may not wander around the observation room unattended by a parent. Food and beverages within the booth are prohibited.

GENERAL INFORMATION

Address

The observation nursery is located on the 5th floor, room 544 of Concordia's Library Building, 1455 de Maisonneuve Blvd. West near the Guy-Concordia metro.

Hours and Dates

The preschool runs three mornings a week (Tuesday, Wednesday and Thursday) from 9:00a.m. -11:30 a.m.

Program length: Mid-September - end of May

The two and one half hours of class time pass rapidly. Please arrive a little early so that when the door opens at 9:00 a.m. the children will all be there ready to begin the morning. It is of equal importance that you are there when the door opens again at 11:30 a.m.. A child who is still waiting while the others have gone home will feel insecure.

Tuition

A non-refundable registration fee of 100.00 is required. This amount is deducted from the total registration fee of 900.00. One month written notice of intent to withdraw a child from the preschool is required.

Registration fee: 100.00

Tuition: 900.00

Age of Child

The program is designed for children who are 3 and 4 years old. Your child must be 3 by September 30th.

Starting Date

In order to facilitate your child's initial orientation and adjustment to preschool, the teachers invite each parent and child for a 30 minute visit to the classroom. The day after

the individual visits, half of the children attend with the other half on the following day. Everyone will attend on the fourth day of class. You will be sent a notice indicating your child's individual visit time and starting date.

Parent Participation

Your participation in the classroom is welcomed. Perhaps you have an occupation or hobby which would interest the children. You could read a favorite story to a small group during the play time or to all the children at story time. There is access to a microwave and a refrigerator if you would like to prepare a simple with the children.

There will be monthly field trips during the school year. Your presence on these excursions is always welcome.

If at any time during the year, you would like to talk with the teachers about your child, just let them know and a mutually convenient time will be arranged. With the teachers and within the parent group discussions you have the opportunity to present your views, goals and objectives concerning your children's education.

Siblings

Only the children registered in the program may attend. However, **older** siblings may pay an occasional visit to the nursery. These visits must be arranged in advance with teachers.

Parking

Because of very limited space, parking is a challenge and cooperation is a necessity. To assist you in arranging car pools, a list of parents' addresses and phone numbers will be provided. If you do not wish for your contact information to be made available to the other parents please mention this to the teachers.

Clothing

Please put a complete set of extra clothing in a plastic bag with your child's name on it. This bag can be kept in her/his locker.

Our program has a creative curriculum including the use of paint, glue and markers. Play clothes that children can soil without worry are appropriate attire.

Food

Parents are responsible for providing a healthy, nutritious snack for their child on Tuesdays and Thursdays. On Wednesdays we have a "community snack" where each parent/child is asked to sign up to bring in a snack for the group.

The children enjoy recognizing birthdays with a small celebration. Many parents like to supply a special birthday snack on that day. If your child's birthday falls outside the school term you can arrange for an unbirthday celebration so she/he will not feel left out.

Health

For effective participation in an early childhood education program, children must be healthy. The following health policies are maintained in the nursery:

1. Parents are required to submit a physician's report at the time the child is admitted to the program.
2. The child's immunizations should be up to date.
3. A child who is unwell will not be permitted to remain at school.
4. Parents should inform teachers of a child's illness or her/his exposure to communicable diseases.
5. All allergies, recurring health problem, dietary restrictions, etc. should be reported to the teachers. In case of illness or injury during school hours, the following procedure will be followed: If neither parents is at the university and it is decided that the child should receive medical examination before the end of the morning (11:30 a.m.), the nursery staff will attempt to contact the parents or, if the parents cannot be reached, the emergency contact person listed. One staff member will take the child to the Children's Hospital by car or by ambulance.

Absentees

Please advise us if your child will be absent for a while. Your child should not come to school with signs of a cold, sore throat, or rash. If your child contracts a contagious disease let us know so other parents can be on the lookout.

Fire Drills/Evacuation Procedure

In the event of a fire drill or any situation which requires the evacuation of the building. A staff member from the Education department and possibly students from the observation classes will be assigned to each child. These individuals will assist in helping to evacuate from the building as quickly and safely as possible. The children and teachers will remain together as a group and will remain on the first floor of the Hall Bldg. until permission is given for us to return to our class.

School Closings

You will be called if the school is closed for any reason.